

GS-330-1
Rev. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1417

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NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DHR

MARYLAND COMMISSION ON HUMAN RELATIONS

AGENCY

DIVISION

Item No.	Description	Retention
	<p>THIS SCHEDULE SUPERSEEDS SCHEDULE #625 DATED NOVEMBER 21, 1975.</p> <p>1. <u>ENFORCEMENT CASE FILES:</u></p> <p>These files consist of numerically arranged case folders containing all the forms, correspondence, and related data currently utilized in the administrative processing of complaints of discrimination in public accommodations, employment, and housing.</p> <p>After an equitable agreement has been reached by all parties in any particular case, or the complaint is withdrawn or terminated, the case is considered administratively closed and removed to a closed file area.</p>	<p>Retain open cases in office. Retain closed cases in office for one (1) year, then retire to the a State Records Center for an additional five (5) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/8/92
Date

Benny F. Short
Signature

Asst Dir
Title

1/27/92
Date

Shanahan
State Archivist

Benny F. Short, Assistant Director